SUBSCRIBING / UN-SUBSCRIBING TO ELECTRONIC MAIL VIA AUTOMATED MAILING LISTS

An automated list management system is available for obtaining the State Controller's Office Personnel / Payroll / CLAS Letters and DPA Personnel Management Liaison Memos (PML). The State Personnel Board uses any one of these lists to provide information according to the need. The electronic information will automatically appear in a user's Outlook mailbox. If your e-mail address is on multiple lists, you will receive a letter for each list. Following are separate mailing lists available for subscribing or unsubscribing according to the need:

csescodc   Civil Service/Exempt Departments (will receive SCO letters & PPRC notes)
csuscodc   California State Universities (will receive SCO letters – CSU only)
cseclas   California Service/Exempt Dept. with Ca. Leave Accounting System Access (CLAS Ltrs)
csuclas   California State Universities/Exempt Dept. with Ca. Leave Accounting System Access
transsup   Civil Service Personnel Transactions Supervisors (will receive DPA SROA list info)
csepodc   Civil Service Personnel/Human Resources Officers (will receive DPA PML's)
cselodc   Civil Service Labor Relations Officers (will receive DPA PML's)
cseaodc   Civil Service Accounting Officers (will receive accounting related information)
csebodc   Civil Service Budget Officers (will receive budget related information)

The automated list management system is accessed by entering one of the commands below in the body of an e-mail and then sending that e-mail to the mailing management system server: majordomo@srv1.sco.ca.gov. for a particular result. Commands on the "Subject:" line are not processed but may be used for identification of the e-mail.

For example, on the first line, by itself, all lower case, no punctuation, do not use tabs or indents, in the body of your e-mail message: <u>TO SUBSCRIBE TO A LIST:</u>

Enter the "subscribe" command followed by the name of the mailing list, press enter and on the next line type "end"

> <u>Example:</u>
> subscribe csescodc
> end

This command allows you to subscribe to the Civil Service/Exempt Departments list. If the command is successful you will receive a message back from the majordomo function telling you it was successful. You are now subscribed!

Example: Using the same format, and the commands below, more information can be obtained.

unsubscribe (list name) end	<u>UNSUBSCRIBE:</u> Will remove you from a particular named list.
intro end	<u>INTRO:</u> Introduction to a list.
info (list name) end	<u>INFO:</u> Information about a particular list
lists end	<u>LISTS:</u> To get the name of the system lists
which end	<u>WHICH:</u> Find out which lists you are subscribed
help end	<u>HELP:</u> To get a <u>complete</u> list of commands and help using the system.

If you have any questions regarding this information, please contact Terri Yarbrough at tyarbrough@sco.ca.gov or call (916) 322-1246.